

Salary Schedule	MOU	Benefits
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CITY MANAGER

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DEFINITION

The City Manager serves as the chief administrative officer of the City and as such directs and controls municipal operations in accordance with established policies. Performs other related work as required.

FUNCTION STATEMENTS

The City Manager is one of three Council-appointed City officers.

The City Manager provides direction and management for the administration and operation of the municipal functions of the City; establishes and encourages direction and motivation for the entire organization; prepares and submits to Council reports of financial and administrative activities; advises Council of financial conditions, program progress and the present and future needs of the City; approves new or modified programs or systems and administrative/personnel procedures in accordance with established policies; directs the development, presentation and administration of the City budget; oversees the preparation of financial forecasts; monitors revenues and expenditures; interprets, analyzes and explains policies, procedures and programs; confers with residents, taxpayers, businesses and other individuals, groups and agencies having an interest in affairs of City concern; responds to and resolves difficult and sensitive inquiries and complaints; represents the City in the community and at professional meetings; coordinates City activities with other governmental agencies and outside organizations; performs all duties as may be prescribed by the Council.

The City Manager shall be the Chief Administrative Officer of the City and shall be chosen by the Council on the basis of his/her executive and administrative qualifications, with special reference to his/her actual experience in or his knowledge of, accepted practice in respect to the duties of his/her office as hereinafter outlined. City Charter, Article VII, Sec. 7-1.

EXAMPLES OF DUTIES

As defined in the City of Alameda City Charter, the City Manager shall have the power and it shall be his/her duty:

- ! To administer and execute policies and undertakings formulated by the Council.
- ! To enforce all laws and ordinances, except as provided by Sec. 6-1, (*emergency powers granted the Mayor by proclamation*) and he/she is hereby declared to be beneficially interested in their enforcement and to have power to sue in proper courts to enforce them.
- ! To appoint, discipline and remove all officers and employees of the City under his/her jurisdiction, subject to Civil Service requirements.
- ! To attend all meeting of the Council unless excused by the Council or the Mayor.
- ! To keep the Council at all times fully advised as to the needs of the City and to recommend such measures and policies as he/she may deem expedient.
- ! To conduct such investigations and prepare such plans, specifications or reports as may be specified by the Council.
- ! To see that all contracts and franchises made under his/her jurisdiction or that of the Council are faithfully performed, and to report all violations thereof to the Council.
- ! To supervise and administer all public parks, golf courses, recreation areas, wharves, docks and other public properties, utilities and facilities belonging to the City except as in this Charter otherwise provided.

(OVER)

EXAMPLES OF DUTIES (cont.)

- ! To appoint technical advisory experts or boards with the consent of and at such compensation as may be provided by the Council.
- ! To prepare and submit a budget as required by this Charter. (*...transmit to the Council a detailed budget showing the estimated revenues and expenditures of the City and all departments thereof for the ensuing fiscal year at such times as the Council shall require*) Article XVII, Sec. 17-3
- ! To investigate the conduct and proceedings of any officer or board of the City when he/she shall deem the same necessary, or when so directed by the Council.
- ! To devote his/her entire time to the duties of his/her office.
- ! To formulate rules and regulations for officers and employees under his/her jurisdiction.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course in public or business administration or a related field. A related advanced degree is desirable.

Experience: Broad and extensive experience in all major phases of municipal government administration, in the capacity of City Manager, Assistant City Manager, or senior executive for a comparable private or public sector organization.

Knowledge

Knowledge of the principles and practices of public administration and modern municipal government administration including government budgeting and financial administration; laws, rules, regulations, court rulings and legislated mandates affecting municipal government; personnel administration and labor relations; current social, political and economic trends and operating problems of municipal government.

Ability

Ability to effectively serve as chief executive and administrative officer of the City; direct overall municipal operations in accordance with established policy; demonstrate effective leadership, vision and political sensitivity; plan, organize, direct and coordinate the work of City management and staff personnel to achieve efficient operations; establish organizational priorities; relate City programs to social, environmental, political, and economic needs within the community; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; ensure maintenance of accurate records; prepare and present concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; establish and maintain effective working relationships with public officials, employees and the general public.